



**IDCMHA**

**Ile Des Chenes Minor Hockey Association**

**CONSTITUTION AND POLICIES**

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*This document replaces all previous drafts and versions*

Approved by Membership at the Annual General Meeting

Ile Des Chenes, Manitoba

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# **ILE DES CHENES MINOR HOCKEY ASSOCIATION CONSTITUTION**

## **SECTION ONE: FOUNDATIONAL ARTICLES**

### **Article 1: NAME**

This organization shall be known as the Ile Des Chenes Minor Hockey Association. Teams representing the Ile Des Chenes Minor Hockey Association will be called the Ile Des Chenes Elks. In subsequent articles, the organization will be referred to as IDCMHA.

### **Article 2: PURPOSE**

The purpose of IDCMHA is to promote, govern, and improve organized minor hockey within the community of Ile Des Chenes, Manitoba while fostering an environment that encourages the development of youth athletes while promoting teamwork, discipline, and sportsmanship.

### **Article 3: OFFICIAL COLOURS/LOGO**

1. The official colours of IDCMHA are yellow, black and white; and cannot be changed without prior approval at the AGM. Home colours will be white, yellow and black, while away colours will be black, yellow and white.
2. Names bars will be black bar with white lettering and white bar with black lettering.
3. The official logo will include an Elks graphic along with the ELKS name.
4. Any sponsorship logo placement on jerseys must be approved by IDCMHA.

### **Article 4: AMENDMENTS TO THE CONSTITUTION**

Proposed amendments to this Constitution must be submitted in writing to the IDCMHA Board no later than one (1) week prior to the Annual General Meeting. Submissions shall clearly outline the proposed change and its rationale, allowing the Board adequate time to review and send to members.

### **Article 5: AMENDMENTS TO POLICIES**

#### **Section A. GENERAL**

1. Policies may be created, revised, or rescinded at the discretion of the Board.
2. While policy changes do not require member approval, the Board shall make all policy changes available to members in a timely manner, including posting updated policies on the organization's official communication channels.
3. Policy changes take effect immediately upon Board approval unless otherwise specified.
4. Policy changes must not conflict with any constitutional article. In the event of a conflict, the Constitution prevails.
5. The Board shall review policies regularly to ensure they reflect current operations, regulations, and best practices.

### **Article 6: ORGANIZATIONAL STATUS**

#### **Section A. STATUS**

1. IDCMHA is an unincorporated, not for profit organization.

#### **Section B. MOTIONS FOR CHANGE OF STATUS**

2. A motion to incorporate IDCMHA may only be introduced, considered, and voted upon at an Annual General Meeting (AGM). The following must be presented for consideration:
  - a. A full financial cost analysis (including legal, administrative, compliance, and ongoing regulatory costs)
  - b. A projected five (5) year financial forecast comparing incorporated and unincorporated status
  - c. An analysis of risks and liabilities
  - d. A clear explanation of any tax implications
3. It must be demonstrated, with reasonable financial evidence, that incorporation:
  - a. Will not result in a financial loss to IDCMHA in any projected year
  - b. Will not impose ongoing financial burdens that exceed anticipated benefits;
  - c. Will not require depletion of reserves that would weaken IDCMHA's stability
4. Temporary grants, incentives, or short-term funding opportunities shall not be considered sufficient justification unless the long-term financial position remains improved beyond the duration of such temporary support.

## **Article 7: ANNUAL GENERAL MEETING (AGM)**

### **Section A. PURPOSE**

The Annual General Meeting (AGM) serves as the principal forum for members to receive a comprehensive overview of the organization's activities, financial performance, and election of Board members. It provides an opportunity for transparency, accountability, and member engagement in the governance of the organization.

### **Section B. NOTICE**

1. The Secretary shall provide members with written notice of the AGM, including the date, time, location (physical or virtual), and proposed agenda, at least three weeks prior to the meeting. The notice shall also indicate procedures for submitting additional agenda items, questions, or motions.
2. All reports, statements, and presentation materials shall be made available to members prior to the AGM, either electronically or in print, to facilitate informed discussion and decision-making.
3. The AGM will take place no later than April 30th each year.

### **Section C. FORMAT**

The AGM shall include, but is not limited to, the following presentations and reports:

- A summary of the organization's activities, achievements, and challenges during the preceding year.
- Presentation of financial statements, including income, expenditure, assets, liabilities, and reserves.
- Reports from each Board member connected to their responsibilities.
- Presentation of candidates for vacant positions, followed by the election process as outlined in this Constitution.
- Presentations on specific projects, initiatives, or topics of interest to the membership, as approved by the Board or requested by members in advance.
- An opportunity for members to raise questions, motions, or other matters relevant to the organization's operations, in accordance with the rules governing meetings.

### **Section D. CONDUCT**

1. Disruptive or abusive behavior, including verbal harassment, threats, intimidation, or disrespect toward Board members, staff, or other attendees, will not be tolerated.

2. Individuals who engage in prohibited behavior may be asked to leave the meeting immediately and may be barred from future meetings, at the discretion of the Board.
3. Any incidents of misconduct shall be documented in the Board meeting minutes, including the actions taken by the Board.

## **SECTION TWO: BOARD MEMBERS & GOVERNANCE**

### **Article 8: EXECUTIVE POSITIONS**

Officers will be elected to fill five (5) core positions, each elected for two-year terms to ensure continuity and minimize turnover. These executive positions (“the Executive”), along with those outlined in Article 5, will constitute the Ile Des Chenes Minor Hockey Association Board of Directors (“the Board”). All executive positions must be filled at the AGM. If, for any reason, executive positions are not filled at the AGM, the following season will be postponed until the positions are filled:

- President-Elect (non-voting)
- Vice-President
- Treasurer
- Secretary
- Registrar

### **Article 9: ADDITIONAL MEMBERS**

The IDCMHA governing body (the Board) will include the following additional elected positions with voting status, each elected for two-year terms to ensure continuity and minimize turnover:

- Ice Convener
- Referee in Chief
- Equipment Manager
- Female Representative
- Tournament Coordinator
- Fundraising & Social Media Coordinator
- Past President
  - Operates as a consultative member at large for the current President as needed.
  - This role is subject to the same confidentiality agreement but is not required to attend IDCMHA Board meetings and does not hold voting status.

### **Article 10: ELECTION PROCESS AND OFFICE OCCUPANCY**

#### **Section A. ELECTIONS**

1. Elections shall be held at the Annual General Meeting (AGM) for all executive positions that are vacant.
2. Nominations for positions must be submitted in writing prior to the AGM or accepted from the floor at the AGM, unless otherwise restricted by policy.
3. Elections shall be conducted by majority vote of the eligible voting members present. Voting shall be conducted by paper ballots. The candidate receiving the highest number of votes shall be declared elected. No proxy or absentee voting shall be permitted.

#### **Section B. ELIGIBILITY**

1. To be eligible for election to an Executive position, an individual must be at least eighteen (18) years of age, not be in conflict with league requirements and be willing and able to fulfill the duties of the position.

### **Section C. TERM**

1. Board members are elected for two-year terms. Board members shall automatically continue into the second year of their term, unless they resign, are removed in accordance with this Constitution, or become ineligible to serve.

### **Section D. RESIGNATION AND VACANCIES**

1. All executive positions scheduled for election must be filled at the AGM. If one or more executive positions are not filled at the AGM, the start of the following season will be postponed until those positions are filled. In such cases, the remaining Board shall immediately solicit nominations to complete the required elections.
2. Any Board member wishing to resign must submit their resignation in writing to the Board.
3. If a Board position becomes vacant mid-term, the remaining Board may appoint an interim replacement by vote, or leave the position vacant until the next AGM, if operationally feasible.

## **Article 11: VOTING AUTHORITY**

### **Section A. VOTING RIGHTS**

1. All duly elected Board members with voting status shall be entitled to one (1) vote on any motion properly brought forward at a regular or special Board meeting.
2. Voting rights apply only to positions formally filled and confirmed in accordance with this Constitution.

### **Section B. EXCEPTIONAL CIRCUMSTANCES**

1. In circumstances where a decision is required and cannot reasonably wait until the next scheduled Board meeting the President may convene a meeting, either in person or electronically. All votes must be documented and recorded in the minutes of the next regular Board meeting.
2. In the event of a tied vote, the President-elect shall cast the deciding vote. The President-elect shall not otherwise vote on motions, except where required to break a tie.

## **Article 12: HONORARIA**

### **Section A. PURPOSE**

1. Honoraria are provided as a modest recognition of time and service rendered and are not wages or salaries. Board positions remain volunteer roles, and honoraria are intended to offset incidental costs associated with fulfilling governance responsibilities.

### **Section B. SPECIFICATIONS**

1. Honoraria shall only be paid to duly elected Board members who actively fulfill the responsibilities of their position and will not be paid for unfilled positions. Members must be in attendance at seventy percent (70%) of meetings and the AGM. Payment will be made by April 30th.
2. Failure to fulfill the duties of a position may result in partial or full forfeiture of the honorarium, at the discretion of the Board.
3. The following annual honoraria shall apply:
  - President – \$250
  - Treasurer – \$250
  - Ice Convener – \$25/team (U7 & up)
  - Referee in Chief – \$50/team (U9 & up)

4. All members of the Board shall be eligible to receive a 10% discount on the registration fee for their youngest child registered with IDCMHA. This honorarium shall apply to one child only and must be applied to the youngest registered child within the member's family. Board members who do not have a child registered and participating with IDCMHA are not eligible to receive this benefit. This discount may be received in addition to the honoraria outlined in Article 12, B(3).
5. No additional honoraria, stipends, or compensation shall be paid to Board members unless approved by amendment to this Constitution at an AGM.

## **Article 13: ACCOUNTABILITY**

### **Section A. EXPECTATION**

1. All elected and appointed members of IDCMHA shall conduct themselves in a professional, ethical, and respectful manner while acting in their official capacity, and shall comply with this Constitution, Association policies, and the rules and regulations of Hockey Canada, Hockey Manitoba and Eastman IDCMHA.

### **Section B. CONCERNS OR COMPLAINTS**

1. Concerns or complaints regarding the conduct of a Board member must be submitted in writing to the President, Vice-President and Secretary. Concerns or complaints can be submitted by a general member or a member of the Board.
  - 1.1. The Board shall review the complaint in a timely and confidential manner, and may gather relevant information as required.
  - 1.2. The individual subject to the complaint shall be informed of the concern in writing and provided an opportunity to respond.
2. Following review, the Board may take no further action; deliver a verbal or written warning or vote for removal from the Board. The member subject to removal shall not participate in the discussion or vote related to their case.

## **Article 14: ATTENDANCE AND QUORUM**

### **Section A. ATTENDANCE**

1. All elected members are expected to attend all regular and special meetings of the Board, either in person or by approved electronic means, unless excused in advance by the President or, in the President's absence, the Vice-President.
2. Non-Board members must express their desire to attend a Board meeting, for a specific purpose, beforehand in writing to the President. Their attendance may be subject to a time limit. Not all requests for attendance can be guaranteed.

### **Section B. ABSENCE**

1. Members who are unable to attend a meeting shall notify the President as soon as reasonably possible, stating the reason for the absence.
2. Repeated absences may be considered a failure to fulfill the duties of the position, even if the absences are non-consecutive.
3. Two consecutive absences will be reviewed by the Board; and may be grounds for removal from the Board by vote.

### **Section C. QUORUM**

A quorum shall consist of seventy percent (70%) of the voting members currently holding office. No motion, resolution, or formal decision shall be passed without quorum being present.

## **Article 15: POSITION RESTRICTIONS**

1. To prevent conflicts of interest and ensure transparent governance, no more than one immediate family member may hold an Executive position as defined in Article 4 at the same time.
2. No elected or appointed member may hold more than one position within IDCMHA at the same time, whether Executive or additional Board position.
3. Temporary delegation of tasks or responsibilities does not constitute holding a position, provided such delegation is approved by a Board motion, is clearly defined in scope and is time-limited.

#### **Article 16: CONFIDENTIALITY**

1. All complaints, concerns, and requests submitted to the Board shall be treated with the highest level of discretion.
2. Confidentiality does not prevent the Board from taking appropriate action in accordance with Association policies, legal obligations, or requirements under Hockey Canada, Hockey Manitoba and Eastman Minor Hockey regulations.
3. All Board members will be required to sign a Confidentiality agreement annually.

#### **Article 17: PUBLIC RELEASE OF DECISIONS**

##### **Section A. GENERAL**

1. Decisions made at Board meetings, shall be communicated to the public by the President or a representative specifically designated by the President. Such communications shall include:
  - Decisions affecting player registration, team formation, and schedules;
  - Updates on programs, tournaments, and events;
  - Announcements of elected officers or changes to governance;
  - Policy decisions and any amendments to the Constitution;
  - Meeting minutes
2. Decisions shall be communicated in a timely manner, generally within 14 days of the meeting at which the decision was made, unless otherwise required by policy or urgent operational needs.

##### **Section B. METHODS**

1. The Board shall ensure decisions are communicated through appropriate channels, which may include:
  - The Association's official website;
  - Email or newsletter to members;
  - Social media or other digital platforms approved by the Board;
  - Notice posted at the Association's physical facilities, if applicable.

#### **Article 18: COMPLAINTS**

1. All complaints regarding the operations of the Association must be submitted in writing to the President, Vice-President and Secretary.
2. Written complaints must include:
  - The name and contact information of the complainant;
  - A clear description of the issue or concern;
  - Relevant dates, events, and individuals involved;
  - Any supporting documentation or evidence.
3. The President shall acknowledge receipt of the complaint in writing to the complainant within seven (7) days and the complaint will be added to the agenda of the next regular Board meeting for review and discussion.

4. A designated member of the Board will follow up with the complainant after the meeting to inform of any response or resolution, within seven (7) days.

#### **Article 19: DELEGATION OF DUTIES**

1. Duties for each position will be carried out as follows:
  - **President**
    - Presides over Board meetings and represents IDCMHA at league and regional meetings (or appoints a designate)
    - Votes only to break ties
    - Handles membership concerns and complaints
    - Assists with team formation
    - Financial signing officer (1 of 3)
  - **Vice-President**
    - Carries out the President's duties in their absence
    - Assists the President when required
    - Provide support to the Development Coordinator, as needed
    - Support all Board positions
    - Assists with team formation
  - **Secretary**
    - Prepares meeting agendas and AGM documents (minutes, agenda, reports, motions, etc.)
    - Records and distributes minutes for regular, AGM, and special meetings
    - Issues notices of meetings and events
    - Facilitates required bench staff background checks
    - Organizes team/player photos
    - Updates Constitution, website, and social media as required
    - Financial signing officer (2 of 3)
  - **Registrar**
    - Works with Treasurer to open registration and oversees registration of new and returning players
    - Maintains and distributes official records (players, teams, coaches, safeties, team contacts, approved rosters)
    - Ensures compliance with Hockey Manitoba and Hockey Canada registration and certification requirements, including deadlines
    - Manages player transfers (in/out) and Provincials registration for eligible teams
  - **Treasurer**
    - Maintains accurate accounting records using Board-approved accounting applications (i.e. Quickbooks) and prepares financial statements and operating budgets
    - Provides financial reports at monthly Board meetings and the AGM
    - Pays invoices, creates invoices and issues reimbursements as required
    - Financial signing officer (3 of 3)
  - **Ice Convener**
    - Coordinates all game, practice, playoff, rescheduled, ad-hoc, and special event ice with the arena board, league, and managers

- Inputs schedules into TeamLinkt and updates the Board on scheduling matters
    - Validates monthly ice invoices and forwards to Treasurer for payment
  - **Referee in Chief**
    - Certified referee responsible for scheduling referees for all IDCMHA-hosted games
    - Coordinates referee clinics with EMHA/HM as required
    - Oversees referee payments and training reimbursements
  - **Equipment Manager**
    - Manages distribution, collection, tracking, maintenance, and inventory of jerseys and all IDCMHA equipment
    - Orders equipment, jerseys, and socks within the approved budget
    - Works with AtoMc Hockey and Timbits program managers and sponsors
    - Provides first aid kits to all teams
  - **Development Coordinator**
    - Coordinate and organize any development camps or sessions including preseason camps, in-season sessions, evaluations, coaching clinics
    - Promote player and coach development strategies throughout our organization
    - Responsible for team formation
  - **Female Representative**
    - Primary contact and advocate for Female Hockey
    - Communicates with families regarding season intent, league options, team format, and opportunities
    - Represents the association at Eastman Female Summit meetings and consults with EMHA on female initiatives
    - Works with Registrar to ensure proper league and Provincials registration and reports Provincials interest by December 1
    - Liaises with other associations to place or host players as required
  - **Tournament Coordinator**
    - Coordinates all aspects of home tournaments, including ice reservations, Hockey Manitoba registration, team registration and payment collection
    - Supports team tournament coordinators
    - Prepares tournament budgets
  - **Fundraising & Social Media Coordinator**
    - Manages the annual cash raffle (LGCA permits, ticket ordering, tracking, distribution, collection, and draw)
    - Coordinates Elks merchandise sales with vendor
    - Monitors fundraising initiatives and develops sponsorship contact lists
    - Sends donor thank-you letters
    - Manages IDCMHA social media accounts
- 2. The President shall have the responsibility and authority to delegate duties to other members of the Board in alignment with the specific roles and responsibilities assigned to each position. Delegation shall be done in a manner that ensures the effective operation of the Association and supports the fulfillment of its objectives.

3. The President may adjust or reassign delegated responsibilities when necessary to address operational needs, vacancies, conflicts of interest, or to ensure continuity of services.

#### **Article 20: SUB-COMMITTEES**

The Board may, as needed, establish sub-committees to support specific initiatives or areas of responsibility, subject to approval by the Board. Sub-committees shall operate in an advisory capacity only and will not hold voting rights. Their mandate, scope, and duration shall be defined at the time of appointment.

### **SECTION THREE: REGISTRATION & TEAM OPERATIONS**

#### **Article 21: REGISTRATION & FEE OBLIGATION**

##### **Section A. OVERVIEW**

1. Players shall register through Hockey Canada to participate in IDCMHA.
2. Registration fees are collected to cover player insurance, league fees, league game ice and referee fees, practice ice, evaluations, development, jerseys, team photos, and equipment, Provincial play downs, as well as various administrative and Board approved special events.
3. Registration fees will be determined by the Board and may be subject to a yearly increase with Board approval to account for increases in costs.

##### **Section B. OBLIGATIONS**

1. All players must be registered with their home association prior to participation in any on-ice or off-ice activities or higher-level tryouts.
2. The parent(s) or legal guardian(s) of the player are fully responsible for all registration fees and any additional costs associated with participation. Registration fees are due in full at the time of registration unless an alternative payment arrangement has been approved in advance by the Board.
3. The association may offer payment plans or provide information on third-party financial assistance programs at its discretion.
4. Players with outstanding registration fees may be deemed ineligible to participate in practices, games, or association activities until such obligations are satisfied.
5. The Board retains final authority over matters related to registration fees, payment arrangements, and enforcement of this Article.

##### **Section C. REFUNDS**

1. Refunds, if applicable, shall be issued in accordance with the association's refund policy.

#### **Article 22: TEAM FORMATION**

##### **Section A. GENERAL**

Team formation shall be conducted in accordance with the policies, regulations, and development models of Hockey Canada, Hockey Manitoba, and Eastman Minor Hockey. The primary objectives of team formation are to promote fair play, player safety, skill development, and a positive hockey experience for all participants.

##### **Section B. EVALUATIONS**

1. Player evaluations will be conducted for divisions U9 and above using an independent third-party evaluator approved by the Board to ensure fairness, objectivity, and consistency.

2. Evaluation processes and schedules will be communicated to families prior to the start of evaluations.

### **Section C. PLACEMENT**

1. Using third-party data, players will be appointed to teams based on their evaluation score. Enrollment numbers and league rules will determine how many teams there will be in each division and the tiering system.
2. Once assigned, players will not be allowed to move from team to team.
3. Players who choose not to participate in evaluations will be placed on the lowest tiered team in their respective division.
4. Because league placement depends on the number of teams and league structure, team designations do not always represent a strict ranking of player ability. Player placement may also consider roster balance and program needs to ensure fair, sustainable teams for the season.

### **Section D. TEAM SIZES**

1. Players within each division will be assigned to teams based on total registration numbers, recommended roster sizes for each age level, and Eastman Minor Hockey Association regulations (minimum roster of 10 players (including one goaltender) and a maximum of 20 players (18 skaters and 2 goaltenders)).
2. IDCMHA will use the following guidelines to support player development and ice time while considering many variables: U7–U9: 9–10 players, U11: 10–12 players, U13: 12–13 players, and U15–U18: 13–15 players per team.
3. The number of teams in each division will be determined by dividing total registrations by these recommended roster sizes while remaining within Eastman roster limits.
4. Once teams are formed, they must be placed into Eastman League divisions according to league policy: one team in a division is placed in B, two teams in A and C, and three teams in A, B, and C (U15 and U18 excepted).

## **Article 23: COACHING**

### **Section A. REQUIREMENTS**

1. All coaching positions within the Association are volunteer roles. No financial compensation is provided.
2. Any individual wishing to serve as a head or assistant coach must:
  - Be at least 18 years of age;
  - Be a member in good standing of the Association, as defined by Association policy;
  - Meet all current requirements set by Hockey Canada, Hockey Manitoba and Eastman Minor Hockey, including any necessary criminal record and child abuse registry checks;
  - Demonstrate a commitment to the development, safety, and well-being of players.
3. Prior coaching experience is welcomed but not required.
4. Coaches must comply with all Association policies, codes of conduct, and Hockey Manitoba guidelines. Failure to meet these requirements may result in ineligibility to coach.
5. All coaches are required to attend the mandatory parent meeting held prior to the start of the season. Coach selections will take place at this meeting.

### **Section B. SELECTION**

1. If more than one individual volunteers for the head coach position, a vote will be conducted by ballot. In the event of a tie, or if the volunteers request it, the Board will make the final decision and notify all candidates of the outcome within 48 hours.
2. The Board will have the final decision on who will coach.

### **Section C. DEVELOPMENT & CERTIFICATION**

1. The Association provides support and access to coaching development programs, resources, and certification opportunities to ensure all coaches have the tools to succeed.
2. Training courses and certifications required by Hockey Canada, Hockey Manitoba, or Eastman Minor Hockey must be completed and are eligible for reimbursement by the Board. Reimbursement will be issued upon successful completion of the certification. All reimbursement requests must include receipts and be submitted no later than April 30th of the hockey season in which the course or certification was completed.

## **Article 24: TEAM OBLIGATIONS**

### **Section A. VALUES**

1. Coaches are responsible for upholding the values of respect, sportsmanship, and professionalism, and for ensuring their team demonstrates these values in all IDCMHA activities and interactions.
2. All players on the bench must be assigned to a line. Equal participation, up to the U18 category, must apply and may be reviewed by the Board. There will be no discrimination against players for any reason, including ability.
3. Coaches have the discretion to use players during a game in accordance with game circumstances. While coaches may not be able to provide equal playing time for each player in every game, they must endeavour to equalize playing time over the course of a season (exclusive of disciplinary citations).
  - a. Please note, the last five minutes of a game belong to the coach.

### **Section B. EQUIPMENT**

1. On-ice training equipment will be made available to each team and must be properly maintained and kept in good condition. Equipment should remain within the facility unless otherwise specified and must be used solely for IDCMHA activities.

### **Section C. GOALIE EQUIPMENT**

2. U9 divisions will be supplied with goalie equipment for rotational use by their players.

### **Section D. REQUIREMENTS**

1. All bench staff are required to provide and meet all applicable requirements set by Hockey Canada, Hockey Manitoba, and/or Eastman Minor Hockey. This includes, but is not limited to, Criminal Record Checks (CRC) and Child Abuse Registry Checks (CAR). Failure to submit complete and satisfactory documentation may result in removal from the bench staff. Any documentation fees incurred when applying for these requirements will be reimbursed by IDCMHA so long as a receipt is provided before April 30th.
4. Each team is responsible for appointing both a Team Manager and a Parent Representative.
5. All teams are required to complete their regular season games. Any team that fails to meet this obligation will be responsible for any league-imposed fines, as well as ice and referee fees.

## **Article 25: CODE OF CONDUCT**

**Section A. GENERAL**

1. All coaches, players, parents, officials, spectators and volunteers are expected to conduct themselves in a respectful, responsible, and sportsmanlike manner at all times. Participants shall adhere to the policies and codes of conduct established by Hockey Canada, Hockey Manitoba, Eastman Minor Hockey, and IDCMHA.
2. Abusive language, harassment, discrimination, intimidation, and unsafe behavior will not be tolerated. All individuals are expected to respect officials, opponents, coaches, teammates, and facilities.
3. Failure to comply with this Code of Conduct may result in disciplinary action by the Board, including suspension or removal, in accordance with governing-body policies.

**Section B. PLAYERS**

1. All players attending practice or games must be in full dress as per Hockey Canada, Hockey Manitoba and Eastman Minor Hockey regulations.
2. To create a safe and successful practice and game environment, players are expected to work together, actively listen to coaches, follow all instructions, and follow safety regulations.
3. Parents/Guardians are responsible for any willful damage done by their child, to practice or game facilities or equipment, and will be required to reconcile said damages with IDCMHA and or the affected facility.

# **APPENDIX**

## **IDCMHA POLICIES**

### **A. MEMBERSHIP & PARTICIPATION**

1. Members shall be those persons and their families who reside within the boundaries of Ile Des Chenes and Grande Pointe.
2. Members may participate in any organized activity provided accommodation in the activity is available, members register before the registration cut-off date, and any registration fees are paid.
3. Members may cancel their participation in any activity at any time by contacting the Registrar and Treasurer according to the appropriate policy (see Refunds).

### **B. AGM FEE**

1. Each family will be assessed a \$50 AGM deposit.
2. The AGM will be held annually in April, with the specific date communicated at least three weeks in advance.
3. Deposits will be returned at the AGM. Cheques for families not in attendance at the AGM will be deposited by May 30th.

### **C. REGISTRATION**

1. No player may participate in a practice or game before having completed registration.
2. Parents are responsible for ensuring registration fees are paid in full, either upfront or in installments.
3. All payment information must be kept up to date.

### **D. LATE REGISTRATION**

1. Registration begins in August and closes in September for the upcoming hockey season. Members registering after the published registration dates but before the final cutoff date of September 30th will be required to pay a late registration penalty of \$25.00. Both the cutoff date and fee are subject to change based on Board approval. Late registrants will be placed on a team based on Article 22, Section C of the Constitution.

### **E. REFUNDS**

1. A refund of the registration fee will be permitted up to December 31st on a pro-rated basis less any Hockey Canada, Hockey Manitoba or Eastman Hockey fees, as well as any insurance fees. Season length will be considered as five months (the start of

October to the end of February) for U7 and six months for U9 and up (the start of October to the end of March).

2. Refunds will be prorated based on the date of withdrawal submission via email to the Registrar and Treasurer.

#### **F. TRANSFERS (IN & OUT)**

1. All transfer requests must follow Hockey Canada, Hockey Manitoba and Eastman Hockey policy. Board approval may be required.
2. Transfers will not normally be considered when players have the opportunity to play at their home association. However, consideration may be given for reasons such as: family circumstances; instances of conflict; or space available on teams.
3. Players transferred in will be assigned to a team according to Article 22 of the Constitution.

#### **G. AGE ADVANCEMENTS**

1. Age advancements are generally not permitted. In exceptional cases where an advancement is required to form a viable team, requests may be considered on an individual basis and will apply to one season only. All age advancements must be approved in writing by the player, the parents, and the Board.

#### **H. PLAYERS' CODE**

Coaches will read this Code to their players at the start of the season and review it as necessary. Failure to comply with this Code would warrant disciplinary action.

1. Play the game for enjoyment and learning, remembering that sports are meant to be fun, help you improve your skills, and build confidence.
2. Follow the rules and respect officials at all times. Questions or concerns should be raised only by the team captain or coach.
3. Show good sportsmanship by staying calm, using respectful language and actions, and treating teammates, opponents, and officials the way you would like to be treated.
4. Be a team player by giving your best effort, supporting others, cheering good plays by all teams, and working positively with coaches, teammates, and opponents.

#### **I. PLAYER DISCIPLINE**

1. Coaches have the responsibility to maintain just and reasonable discipline within their team. Player discipline must be taken in the following situations: poor sportsmanlike behaviours; refusing to follow instructions; failure to attend practices/games without adequate notice or reason; jeopardizing the safety of themselves or others.
2. Disciplinary action may include: extra skill-oriented drills; dismissal from a practice or game; suspension from future game(s); dismissal from the team.
3. Coaches must make a reasonable attempt to inform the player's parents of the difficulties being encountered and of the disciplinary plan being pursued. Suspension

from future games will occur only after consultation with the President of IDCMHA or his designate.

## **J. COACHES' CODE**

Coaches will read this Code at the start of each season and review it as necessary.

1. Place player development, safety, and enjoyment at the center of coaching, and recognizing that children participate to learn and have fun, not just to win.
2. Treat all players fairly by providing equal opportunities for participation and development, making reasonable demands on their time and energy, and respecting that they have interests beyond the sport.
3. Model and promote respect by demonstrating positive behavior toward players, opponents, officials, and opposing coaches, encouraging good parental conduct, and using praise and constructive guidance rather than criticism.
4. Maintain professional responsibility by staying informed on best practices in youth development and coaching, setting a positive example worthy of players' respect, and complying fully with all IDCMHA rules and policies.

## **K. COACHING DISCIPLINE**

1. Anyone who feels that a coach is not following the Coaches' Code must first contact their Parent Representative, 24-hours after the conflictual event. If their problem is not resolved, they must submit their concern in writing to IDCMHA.
2. Disciplinary action may be required in some situations, such as: poor sportsmanlike behaviours (i.e. abuse of officials, coaches, opposition, team players, spectators, etcetera); refusing to follow IDCMHA policies; jeopardizing the safety of themselves or others; unfair or inequitable treatment of players.
3. Disciplinary action could be a verbal or written warning; or possible suspension from their coaching duties.

## **L. NEW COACH BENEFITS**

1. New coaches will receive a \$75 reimbursement to purchase a coaching tracksuit from a Board-approved vendor.
2. Coaches must submit receipts and have completed all required coaching certifications prior to reimbursement.

## **M. PARENTS' CODE**

1. Support your child's participation in sport by respecting their willingness to play, remembering that sports are for the child's enjoyment, and encouraging effort, learning, and improvement over winning.
2. Promote fair play and sportsmanship by teaching respect for the rules, officials, coaches, teammates, and opponents, and by modeling positive behavior at all games and activities.

3. Respond to both success and defeat constructively by recognizing honest effort, encouraging skill development, and avoiding criticism, ridicule, or emotional outbursts.
4. Help maintain a safe and respectful environment by not encouraging or participating in verbal and/or physical abuse, valuing the contributions of volunteer coaches, and following established procedures for raising concerns or complaints.

## N. VOLUNTEERING

1. IDCMHA relies on volunteer support for operations. Volunteering is a meaningful way to contribute to the IDCMHA community. Families are encouraged to share responsibilities including timekeeping, divider duties, and tournament support.
2. Parent members are strongly encouraged to consider volunteering for open Board positions or participating in sub-committees.

## O. MANDATORY PARENT PARTICIPATION

1. Once teams are formed, a mandatory parent meeting will be held. One representative from each player's family must attend. Written notification must be submitted to the Secretary if attendance is not possible.
2. Individuals wishing to volunteer in a coaching capacity must fill out a coaching application and attend the parent meeting.
3. All team roles must be filled at the parent meeting before ice times are scheduled. Roles include:
  - **Manager:** Helps keep the team organized by looking after communication, schedules, and basic team administration..
  - **Parent Representative:** Approachable point of contact for parents who may have questions or concerns during the season.
  - **Tournament Coordinator:** Helps plan and organize the home tournament along with other Tournament Coordinators. Availability for shifts throughout the tournament weekend is expected.
  - **Safety Representative:** Assists with injury reporting and serves as a go-to resource for safety-related questions throughout the season.
  - **Head Coach:** Leads the team by focusing on skill development, teamwork, and creating a positive hockey experience.
  - **Assistant Coach:** Supports the Head Coach during practices and games while helping players develop their skills and confidence.

## P. TEAM FINANCES

1. Team managers are responsible for managing funds collected for exhibition games, tournaments, and related expenses.
2. Managers must document all funds collected and disbursed for accountability. These records should be available to parents, if requested.
3. Any expenditures using team funds must be approved by the team.
4. Unused funds at the end of the season will be returned equally to each player's family.

## **Q. COMPLAINT PROCESS**

1. Members with complaints should first contact the team Parent Representative. If unresolved, complaints must be submitted in writing to the President, Vice-President, and Secretary.
2. Complaints should be submitted no sooner than 24 hours after an incident and no later than two weeks following it, to allow timely follow-up.
3. Complaints will follow the process outlined in Article 18 of the Constitution.

## **R. EXHIBITION GAMES & TOURNAMENT POLICY**

1. Exhibition games may be scheduled at the discretion of the head coach and subject to ice availability within allotted times. Each team is allocated two ice times at no cost.
2. Referee fees for exhibition games will be paid by the team.
3. Teams are required to participate in their home tournament. Teams are encouraged to enter their teams in other local tournaments as well.
4. Teams may participate in tournaments with the consent of the head coach and majority approval of families.
5. Team managers must immediately communicate all tournaments and non-IDCMHA exhibition games to the Ice Convenor to avoid scheduling conflicts.

## **S. TOURNAMENT FUNDRAISING POLICY**

1. Each division hosting a home tournament may choose whether to organize money-making initiatives. Tournament Coordinators have the discretion to opt out of these initiatives.
2. If the Tournament Coordinators elect to hold a silent auction or other fundraising activities, the fee charged to families must not exceed \$30.00 per player. All fees collected for these initiatives must be used solely for tournament prize purposes.
3. Any net proceeds remaining after prize expenses have been paid must be distributed evenly among every team within the division hosting the tournament.
4. Prior to distributing surplus funds, the team Manager must conduct a parent poll to determine whether these fees should be returned or used for a team activity.

## **T. PROVINCIAL PLAY DOWNS**

1. Teams participating in provincial play downs will be reimbursed up to two home games and associated referees fees.

## **U. ICE ALLOTMENT**

1. Teams at the U7 level will be allocated 1–2 ice times per week. Teams at the U9 level and above will be allocated 2–3 ice times per week. Given that IDCMA operates out of a municipal facility that supports other programs, some weeks may not meet the

aforementioned allotments but teams can expect this to equalize over the course of the season.

2. Ice allocations are subject to change based on ice availability. Every effort will be made to provide consistent and predictable ice scheduling.
3. Teams that cancel their ice sessions, with less than three days' notice, will be responsible for the cost.
4. Requests to change an ice time will only be considered in the case of a conflicting league game or tournament.
5. Non-IDCMHA exhibition games and tournaments must be communicated to the Ice Convenor immediately upon scheduling.
6. Ice will be shared among teams up to and including the U13 level, as necessary.

## **V. EQUIPMENT & JERSEYS**

1. The proper protective equipment, as specified by Hockey Canada, Hockey Manitoba and Eastman Hockey, must be worn at all games and practices (i.e. helmets, facemasks, throat guards, etcetera).
2. Families will be assessed a \$150 deposit per player for jerseys.
3. Once jerseys are issued, the player is responsible for their care and return. Lost or damaged jerseys may result in the forfeiture of the deposit.
4. Deposits for jerseys returned in good condition will be returned at the AGM.
5. Deposits for jerseys not returned or returned in damaged condition will be deposited by May 30th.

## **W. FACILITY USE**

1. All members must respect both home and away facilities.
2. Children not on the ice must be supervised at all times.
3. Vandalism or inappropriate conduct in the arena or changing rooms will not be tolerated.
4. All conduct during practices, games and tournaments must align with Hockey Canada, Hockey Manitoba, and Eastman Minor Hockey guidelines and Article 25 of the Constitution.

## **X. CORRESPONDENCE**

1. Board members are volunteers and will respond to emails as promptly as possible. Correspondence will be prioritized by urgency and importance.
2. Important information, including schedules, events, and deadlines, will be communicated at least two weeks in advance.

## **Y. ASSISTANT ROLE**

A duly elected Board member, exclusive of Executive positions, can work collaboratively with another individual to assist in fulfilling the duties of their position (i.e. Ice Convenor, Tournament Coordinator). This individual would be called an Assistant [ROLE].

1. Individuals holding an Assistant role are not Board members; have no voting rights; are not counted toward quorum; are not required to attend Board meetings and are not eligible to receive honoraria.
2. Attendance at Board meetings for Assistants must follow the process outlined in Article 14 of the Constitution.
3. The elected Board member requesting assistance remains fully and ultimately responsible for fulfilling the duties of their role as outlined in Article 19 of the Constitution.
4. The Board member requesting assistance must notify the Board of their intent. They are also responsible for finding and selecting an assistant; but they may receive help from other Board members. Once determined, they must notify the Board who is assisting them and how. The Board must approve the selection of any Assistant.
5. Any Assistant is subject to the same annual Confidentiality agreement required by the Board.